



whatcom county  
library system

# JOB POSTING

**POSITION:** DISTRIBUTION ASSISTANT - DRIVER

**DEPARTMENT:** Distribution

**POSTING DATES:** THURSDAY, 11/12/2020 – MONDAY, 11/30/2020

**SALARY:** \$16.0272/hour (Pay Level 6)

**WORKING HOURS:** 10 regular weekly hours, plus two Saturdays per month, and additional unscheduled hours up to a total of 1,222 hours annually, to supplement or substitute for absent Distribution staff. Regular schedule: Monday and Friday – 8:00 am to 1:00 pm, and Saturday (two per month) - six-hour shift beginning at 7:30 am. *Successful candidates may be required to adapt to future schedule and/or worksite changes depending on library needs.*

**LOCATION:** WCLS Administrative Services, 5205 Northwest Drive, Bellingham, WA 98226

**DUTIES:** Delivers, sorts and picks up library materials and other items assigned to locations in Whatcom County, which includes loading and unloading the library vehicles. Processes materials on the computer for delivery and packs them; unpacks and redistributes materials. Assists with vehicle maintenance. Processes reports; maintains statistics and performs other routine clerical tasks; performs other duties as assigned.

**QUALIFICATIONS:**

1. High School diploma and one or more years of relevant experience are required; or equivalent technical training, education and/or experience.
2. Possession of a valid Washington State driver's license and a safe driving record; eligible for library sponsored liability insurance (must be 25 years or older to be eligible for insurance).
3. Eligibility for and ability to obtain required documentation for travel to and from Canada.
4. Ability to drive library delivery truck (14 ft. body, GVW of 14,000 lbs) in all types of weather and road conditions.
5. Requires frequent and/or prolonged exposure to adverse weather conditions when loading and unloading materials.
6. Work requires considerable physical effort in the handling of materials up to 40 pounds and/or manipulating heavy and/or unstable loads using hand trucks.
7. Requires the ability to speak and understand English.

***New employees are subject to a CRC (criminal records check) per RCW 43.43.830.***

**APPLICATION:** Submit a completed [WCLS Employment Application](#)\* along with a [Supplemental Questionnaire](#) by **5:00 PM MONDAY, 11/30/2020** to:

Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226

**Attn: Zynet Schmid, Distribution Supervisor**

Call (360) 305-3600 or email [driver@wcls.org](mailto:driver@wcls.org) for further information.

*\* Résumés and cover letters are optional, unless requested, and will not be accepted as a substitute for a completed WCLS Employment Application. Application forms are available at [www.wcls.org](http://www.wcls.org) to print, fill out and mail in, or at the above address, or at any Whatcom County Library branch.*

**JOB BEGINS:** As soon after hiring as possible

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.



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**SELECTION:** Selection criteria may include the contents of the application, an oral interview, and a skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled **ONLY** with best qualified applicants, based upon applications, résumés and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.

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